

Lemanu P. S. Mauga  
Governor

Talauega E. V. Ale  
Lieutenant Governor



Lynn Pulou-Alaimalo  
Director, Human  
Resources

Max Tuitele  
Deputy Director  
Personnel/Administration

AMERICAN SAMOA GOVERNMENT  
DEPARTMENT OF HUMAN RESOURCES  
PAGO PAGO, AMERICAN SAMOA 96799

**JOB ANNOUNCEMENT**

<b>Job Title:</b> <b>Building Inspector II (2)</b>		<b>Posting Date:</b> <b>April 05, 2023</b>	<b>Serial No.:</b> <b>060-23</b>
<b>Department/Division:</b> <b>Public Works/ Building</b>		<b>Closing Date:</b> <b>April 12, 2023</b>	<b>Announcement No.:</b> <b>060-23</b>
<b>Type of Position:</b> <b>Permanent Employment</b>	<b>Posting Type:</b> <b>Employment Opportunity/ Open to the Public</b>	<b>Pay Grade and Salary Range:</b> <b>GS 11 / \$17,069 - \$42,419 p.a</b>	

**General Description:**

The Building Inspector II will inspect and examine residential and commercial buildings under construction sites for compliance with specifications, International Building Code (IBC) contracts, agreements standards and building code provision. Also, will direct, supervises, assigns, and reviews the work of staff responsible for the enforcement of building code, for zoning, fire, mechanical, plumbing, electrical, housing, and regulations governing the construction, alteration, repair, and use of buildings and structures code within the Building Division.

**Key Duties and Responsibilities:**

- Coordinate, inspects and direct the building inspection of complex buildings and structures
- Train, supervise, organize, and review the work of assigned staff involved in building inspection activities
- Recommend and implement goals, objectives policies, and procedures for providing building inspection
- Conducts onsite inspection during construction, verify location on lot, dimensional and structural conformity to approved plans
- Understand the organization and operation of the island and outside government agencies as necessary to assume assigned responsibilities
- Interpret and apply municipal building, housing, and zoning codes and ordinances
- Provide technical inspection assistance in hearings and cases and recommend appropriate solutions for a wide range of inspection issues and problems
- Prepare detailed written material including analyses of code enforcement policies, proposed amendments, and changes to programs and policies
- Deal with dissatisfied or quarrelsome individuals
- Deal with changing, intensive deadlines
- Keep records, prepares and submit inspection reports
- Prepare clear, concise, and comprehensive reports
- Utilize standard office equipment including computers and related software applications
- Evaluate and review the work of subordinates

***This is an Equal Employment Opportunity Employer***

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799  
Ph: (684) 633-4485 / Email: [hr@americansamoa.gov](mailto:hr@americansamoa.gov) / Fax: (684) 633-1139

"Commitment to Service & Integrity"

- Understand, interpret, explain, and apply applicable federal, state, and local policies, laws, and regulations
- Use sound independent judgment within established guidelines
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Perform other related duties as assigned

**Knowledge, Skills, and Ability:**

- Have knowledge of division policies and procedures, supervision, building inspection practices and principles, and effective conflict resolution
- Files and records management techniques and principles, public relations or customer service techniques and concepts
- Have skills in reading and interpreting code requirements, building plans and specifications
- Identifying and recommending structural modifications for code compliance and other laws about the regulation of building construction
- Providing and following oral and written instructions in establishing and maintaining productive working relationships
- Implement sound building construction, maintenance repair, and renovation techniques
- Ability to effectively train, motivate and communicate with staff, perform essential job functions with limited supervision, and maintain a professional demeanor at all the time
- Ability to effectively communicate verbally and in writing in English
- Proficient in the operation of a personal computer and or electronics devices including Microsoft Word, Excel, Outlook, and other industry related

**Academic and Experience Requirements:**

- Applicant must have a Bachelor's degree in related field from an accredited university plus three (3) years of work related experiences
- Salary will be commensurate with skills, educational background, and years of related experience.

**Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.**

Fa'afetai tele,



**Lynn Alaimalo-Pulou**  
**Director, Department of Human Resources**